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Dear Users of the McLean County Recorder Web Index tools:

Attached is a User Application and Agreement to request a User ID for access to the McLean County Recorder's research website. Please complete it and return to our office to receive on-line access to the index of information.

The McLean County Recorder's records have been open to the public since the founding of the county in 1831 and will, by law, remain open, as they are in every county in the United States and all Western nations. This openness is central to our banking and real estate industries. The change to access by a User ID in our office has been motivated by our interest in keeping private information out of the hands of those who would use it for improper or illegal purposes. By changing to a registered user system we retain our open records while also protecting those records from misuse. National experts in identity theft have informed me that Recorder's land records represent a very low risk for identity theft and that an identity theft crime has never been linked to a Recorder's open land records. However, they have confirmed that identifying all users with a User ID and Password is a proactive step I can take to guard against such crime in the future and reassure the public that we are taking steps to protect them.

Closing the website to registered users has raised the question of whether we intend to charge for access, as many Counties do. I believe the records were paid for by the filing fee when the document was filed and intend, as Recorder, to resist any attempt to impose user fees simply to bring more income into my office. As we develop this managed use of the website small fees may be needed to support the administration of it. If that happens you will receive ample notice.

The User Application and User Agreement are self explanatory. As soon as we receive the signed application we will assign and open your account.

Sincerely,



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Recorder



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## Recorder's Office Internet User Application and Agreement

This is an application for a User ID to access the McLean County Recorder's on-line index of recorded documents. Use of this database is granted only with acceptance of our User Agreement, which is incorporated into this application by reference.

**Type of Account Desired:** Two types of accounts are offered. Please check the one you are applying for.

☐ **A Personal User Account** is for a single individual, who is using the research index for personal reasons, for example to conduct personal real estate or genealogy research.

☐ **A Commercial Account** is for an individual or multiple user entity, using our database for business use, on a continuing basis. Examples of these users are (but not limited to) financial institutions, title insurers and researchers, appraisers, attorneys, real estate professionals and investors, and surveyors.

### User Account Information

Name (individual or firm) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Cell or other phone \_\_\_\_\_

**This application must be signed by a person with the authority to sign legal agreements for the subscribing organization, company or individual.** This person is named the Primary User in this agreement.

Primary User Name \_\_\_\_\_ Title \_\_\_\_\_ Email \_\_\_\_\_

Contact for usage issues (Often an office manager or other person, but can also be the principal named above.)

Name \_\_\_\_\_ Title \_\_\_\_\_ Email address \_\_\_\_\_

**Type of Use.** For what purpose are you or your business requesting access to the Recorder's database?

By my signature below I acknowledge that I have read and understand the Subscription User Agreement and agree to abide by its provisions; that the User Agreement may be amended at any time by the McLean County Recorder; and that it will be posted at the McLean County Recorder's website link. If a commercial user, I agree to maintain my list of logon IDs and to notify the Recorder immediately on the termination of privileges for any of my users.

**Signature of Primary User of this account.** \_\_\_\_\_ **Date** \_\_\_\_\_

Print name above \_\_\_\_\_ Title (if an organization) \_\_\_\_\_

**Individual Users please request an ID and Password here. Commercial users use the attached ID Request Form.**

Individual User ID Requested (up to 20 characters, not case sensitive). \_\_\_\_\_

Password requested (up to 14 characters, not case sensitive) \_\_\_\_\_

We reserve the right to change your requests above based on potential ID conflicts or needs of the Recorder's Office.

#### For Recorder's Office use only

Assigned User ID \_\_\_\_\_ PW \_\_\_\_\_

By \_\_\_\_\_ date activated \_\_\_\_\_ Email notice sent \_\_\_\_\_

**McLean County Recorder  
Internet User Application and Agreement**

**Applicant Verification**

**If submitting the application in person:**

Type of ID used \_\_\_\_\_

Attach photo copy of government issued photo ID to this application. Notarization below is not necessary when a valid photo ID is presented in-person.

**If submitting the application by mail or courier,** please complete the section below by having your signature on the preceding application notarized. You will not need to submit a copy of a photo ID.

**Notary Statement**

County of \_\_\_\_\_

State of \_\_\_\_\_

I, \_\_\_\_\_ the undersigned, a Notary Public in and for the County, and in the State aforesaid, DO HEREBY CERTIFY that \_\_\_\_\_, personally known to me to be the same person(s) whose name(s) is/are subscribed on the foregoing instrument, appeared before me this day in person, and acknowledged that he/she signed and sealed the said instrument as his/her free and voluntary act, for the uses and purposes set forth.

Given under my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_.

\_\_\_\_\_  
Notary Public Signature

SEAL

\_\_\_\_\_  
My commission expires on (date)

# McLean County Recorder Subscription User Agreement

## User ID and Password Request for Multiple User Organizations

Commercial Account Holder Name \_\_\_\_\_

Registered Primary User ID \_\_\_\_\_

This form is to request user ID and Passwords for access to the McLean County Recorders on-line database of information and documents, for a multi-user Commercial Account. By using this form you acknowledge having signed a User Application and have read and agreed to the User Agreement. You are responsible to notify the McLean County Recorder of any changes to this user list, termination of the status of any employee or any new or additional employee who requires access. All associates of your firm must have individual user names and passwords.

### Multi-User Naming Conventions

Chose a common beginning for your multi-user organization, along with the individual user name. This allows us and you to easily track your account and users. Examples, *Smith Title Service* or *Tom Jones Law Office* might assign user IDs like this:

sts-csmith (Char Smith at Smith Title Service)  
sts-ajones (user Alan Jones)  
sts-bcott (user Barb Cott)

tjlo-tom (Tom Jones the Attorney)  
tjlo-mary (Mary Smith administrative assistant)  
tjlo-harry (Harry Potter the paralegal)

We reserve the right to change your user names base on potential conflicts with other users or the needs of the Recorders office. On multi-user accounts we will assign a common beginning to the ID if you do not.

#### Requested User ID

Maximum 20 characters. Not case sensitive. Each person in the organization must have an individual user ID. The Principal User should be first on the list.

Principal User

#### User First and Last Name

#### Requested Password

Maximum 14 characters of your choice. Not case sensitive. We do not advise using a common password as this can facilitate unauthorized use of the site.

_____	_____	_____
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_____	_____	_____

If additional User Names are needed please continue on this sheet or add a page.

## **McLean County Recorder Subscription User Agreement Internet Access to the Recorder's Database of Indexed Information and Documents**

**(Keep this for your records. Do not mail it back to the Recorder.)**

By signing the application the user acknowledges and accepts the terms and conditions of this Subscription User Agreement for Internet Access to the McLean County Recorders Database of Indexed Information and Document images.

1. This agreement is between the McLean County Recorder and the User, for internet access to the McLean County Recorder's Index of recorded documents and images.
2. Definitions:
  - a. Public Access. Means that the public can inspect and obtain a copy of the information or images in the McLean County Recorder's Index.
  - b. Remote Access: means viewing of the index and images in the McLean County Recorder's database from a computer on the internet.
  - c. Subscriber: means any person or business authorized by the McLean County Recorder to have remote access to the Database of recorded documents and images as well as the person or entity signing this User Agreement to obtain remote access to the Database.
  - d. Recorder: means the McLean County Recorder.
  - e. Agreement: means this user agreement, which may be amended from time-to-time by the McLean County Recorder.
  - f. Database: means the index of recorded document images and indexed search information maintained by the McLean County Recorder.
3. Term of the Agreement. It is the intent of both parties to participate in a remote access program to commence on the day the Subscriber ID and Password are assigned and continue until terminated as provided herein.
4. Subscription Options. The McLean County Recorder will provide Remote Access to the Database per the User Agreement. An Individual User Account is granted for a limited time of 30 days but may be renewed as many times as desired on request and so long as the individual complies with the Agreement. Commercial accounts are issued for single or multiple users of one business entity and will continue until terminated by either party.
5. Days and Hours of Operation: Remote access to the Database may be available seven days a week, 24 hours a day, including all holidays, or otherwise at the discretion of the Recorder. Exceptions include during periods of preventative or remedial maintenance, operational issues out of the control of the McLean County or its Recorder and when addressing security issues or intrusion.
6. Fees: At the time of signing this agreement there is no fee for access to or printing documents from the Recorder's Index. Fees may be charged at the discretion of the Recorder with 30 days written notice. The McLean County Recorder reserves the right to suspend or terminate service for non-payment of fees if and when they are imposed.
7. Services: The McLean County Recorder, deputies, employees or agents shall provide the Subscriber with "inquiry only" access to the Recorder's Index system. The Recorder's office shall provide limited consultation on specific problems that arise in the use of the website or limited telephone training needed to properly use the website. The Recorder does not guarantee consultation results, accuracy

or dependability of the database, availability of either the image or index of all documents and does not warrant or represent that the database is free of problems or errors. The information or data accessed by the Subscriber may or may not be the official government record required by law. In order to insure the accuracy of the data the Subscriber should consult the original image of the document. McLean County or the McLean County Recorder may terminate or modify the service or access to the service at any time.

8. Subscriber Obligations: It is the responsibility of the Subscriber to purchase computer hardware and software and/or make modification to their existing equipment that are necessary for access to the Database. The Subscriber is responsible for ensuring that unauthorized personnel do not use the Subscriber's user ID and Password to gain access to the Recorder's Index. A business subscriber will keep a current list of user names and passwords, for those in it's organization, and will notify the Recorder immediately when an associate is added or terminated by emailing [recorder@mcleancountyil.gov](mailto:recorder@mcleancountyil.gov).
9. Limitations of Liability. The Subscriber relieves and releases McLean County, its Board, employees and agents; and the McLean County Recorder, his employees or agents from liability including, but not limited to, any and all damages resulting from interrupted service, incorrect data or any misinformation accessed from the Recorder's Index. The Subscriber further relieves and releases the same from liability for any and all damages resulting from any claim or demand against any subscriber or user by any other party.
10. Termination: Either party may terminate this agreement without cause upon 7 days written notice. If fees have been imposed Subscriber remains responsible for payment of fees for services rendered or obligations incurred. This Agreement may be terminated immediately by the McLean County Recorder for Subscriber's failure to comply with any of the terms of this Agreement or failure to perform any of its obligations. This Agreement shall also terminate immediately if McLean County fails to appropriate or continue funding for services provided under this Agreement.